

MONROE COUNTY

JOB DESCRIPTION

Position Title: CONTRACT MONITOR

Date: 12-5-05

Position Level: 10

FLSA Status: Nonexempt

Class Code: 10-13

GENERAL DESCRIPTION

Prepare and manage all contracts under the purview of the Facilities Maintenance Department. Function as Office Manager. Track all major projects assigned to Area Supervisors to ensure project completion.

KEY RESPONSIBILITIES

- * 1. Ensure the clerical obligations of the Facilities Maintenance Department are completed in a timely and professional manner. Assign and review work assignments.
- * 2. Assists in budget preparation for Facilities Maintenance, Parks & Beaches Unincorporated, Higgs Beach Detention Facilities.
- * 3. Responsible for preparation and managing of all contracts under the purview of Facilities Maintenance including obtaining all BOCC approvals, specification package and contract document preparation, receipt and verification of all licenses and insurance, contract execution, issuance of Notice to Proceed, invoice verification and processing.
- * 4. Track and renew all permits for County Facilities and Parks (Department of Environmental Protection - sewage treatment plants), Bureau of Elevator Inspection (elevators), State of Florida (aerobic treatment plants), etc.
- 5. Track all major projects assigned to Area Supervisors to ensure project completion (roofing, alarm system installation/permit compliance, building/park security, major a/c replacement, asbestos removal, etc.)
- 6. Complete research projects, such as security devices for Courthouses, leased properties and costs associated with same, Integrated Pest Management vs Chemical pest control, etc.
- 7. Tracks all positions under the purview of Facilities Maintenance Director, including Facilities Maintenance, Parks & Beaches Unicorp, Higgs Beach & Corrections Facilities including flow chart maintenance.
- 8. Responsible for BOCC Agenda preparation and submission for Facilities Maintenance. BOCC agenda item review and submission for Parks & Beaches Unincorporated.
- 9. Revises Administrative Instruction establishment and renewal as needed.
- 10. Keeps inventory control, removal of items from inventory, etc. Tracks the maintenance of all vehicle assignments and fuel charges.
- *11. Assists in the maintenance of the MP2 Work Order and Request Link Software Systems for all sections under the Facilities Maintenance Department.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

| | | | |
|--|--|--------------------------|---------------------------|
| Position Title: CONTRACT MONITOR | | Class Code: 10-13 | Position Level: 10 |
| KEY JOB REQUIREMENTS | | | |
| <i>Education:</i> | Associate's Degree or Two Year College equivalent required. | | |
| <i>Experience:</i> | 3 to 5 years. | | |
| <i>Impact of Actions:</i> | Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions. | | |
| <i>Complexity:</i> | Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues. | | |
| <i>Decision Making:</i> | Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project. | | |
| <i>Communication with Others:</i> | Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures. | | |
| <i>Managerial Skills:</i> | Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance. | | |
| <i>Working Conditions/Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. | | |
| <i>On Call Requirements:</i> | On call 24 hours pending disasters. | | |

| APPROVALS | | |
|------------------------------|------------------|-------------|
| <i>Department Head:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>Division Director:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |
| <i>County Administrator:</i> | | |
| Name: _____ | Signature: _____ | Date: _____ |

| | | |
|---|-------------------------|---------------------------|
| Position Title: CONTRACT MONITOR | Class Code: 1066 | Position Level: 10 |
|---|-------------------------|---------------------------|

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____